

# SALEM BRIDGE CLUB BOARD OF DIRECTORS

## MINUTES OF REGULAR MEETING, January 24, 2017

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**Call to Order, Attendance:** President Paul Graham called the meeting to order at 10 a.m. on January 24, 2017. **Present:** Paul, Dave Astle, Zina Galaka, Joan Page, Irma Jean McKinney, Susan Palmer, and Anita Walker.

**Also attending:** Dick Pitzer, Game Director.

**Approval of Minutes.** The minutes of the November 15 regular meeting and the annual meeting held December 23, 2016 were approved.

**Financial Report/Table Count.** Anita presented the club's financial reports for November and December, 2106. The club lost \$123.16 in November and \$440.74 in December. Our cash balance decreased from \$9,263.53 on October 20 to \$9,135.61 on December 20. The table count total for November was 157 vs. 145 the year before. In December it was 137 vs. 156 in December, 2015. The Treasurer's Report was approved. -- The club's cash balance decreased by \$1,115.50 during the year. Anita thinks it's time to increase our revenue. She suggested we consider raising the table fees for our Capitol Manor games by \$1.00 (from \$4.00 to \$5.00). It was also noted that bridge in Salem is a bargain compared with playing at the Ace of Clubs in Portland which charges \$12.00 per player. No action was taken at this meeting, but Anita will talk to Capitol Manor players about how an increase would be received there. We are aware that we pay no rent for the two regular weekly games we hold at Capitol Manor.

**Consumer Satisfaction.** Susan provided a list of suggestions found in our suggestion box this month. They are:

1. **Have hand records on line.** *Response:* Several area clubs provide this information to players. We provided this information during the early months of dealing machine use, but have not done so recently. We will follow up on this with the club manager.
2. **Kibitzers should not socialize and distract the players.** *Response:* We will consider adopting a kibitzer policy, while noting that kibitzing is an honored tradition in duplicate bridge. The policy may include some or all of the following: 1) Get permission from the players you'll be observing, 2) Keep a poker face during the play of the hands, 3) Consider asking directors not to watch hands out of simple curiosity.
3. **Replace dirty old cards.** *This is being done on a regular basis.*
4. **Send a mass monthly e-mail to members with email access.** This would include general club news and news about upcoming events. *Response:* This could be done if someone volunteers to do it. Martha Farmer and Dave Astle did this with a newsletter (*The Salem Slam*) several years ago.
5. **Buy a new answering machine.** *Note:* We also need some assurance that someone will answer the phone when a director is present.
6. **Ask Gayle to discontinue using her radio.** (*Secretary's note: I asked Gayle to turn off her radio on the following Tuesday.*)
7. **Instruct people to be quiet while other people are still playing their last boards.** *Response:* We need a standard announcement by the game director prior to the start of the last round. It should include the instruction above and also a request that players clean up their tables, return the purple chairs to the place they got them, and put their **EMPTY** coffee cups in the proper receptacle in the dining room. Jean McKinney will make a self-standing plastic-covered sign to this effect. It will be placed next to the cup bin.

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**Club Manager's Report.** Club Manager Kevin Kacmarynski's January report follows:

### Welcome new SBC Board members

Welcome to the new members of the Salem Bridge Club Board of Directors. Thank you for your willingness to be involved and help advance bridge in Salem.

### Unit 490 Board

Per a discussion with outgoing U490 President Tom McGuire, it sounds like he has found enough volunteers to constitute a Unit board for this year. The first Unit Board meeting of the year is scheduled for later in January.

### Semi-annual free plays for card dealers

As per Board policy, I handed out free play coupons to Loren Meyer, George Foust, and Bill Anning during December. Loren indicated that JoAnn Harp has shown interest in learning how to use the dealing machine so we may soon have another volunteer to help out with that task.

### Game Cancellation Procedure

This item was brought up a couple of years ago by an outgoing Board of Directors and was tabled by the incoming Board. Given the rash of weather-related cancellations that we've had over the last month, the topic should be revisited so that we have a good process in place to make decisions on game cancellations and to also let our players know.

The decision to cancel a game should probably ultimately rest with the Club Manager – however, given that the current Club Manager lives in Monmouth, he's not geographically well-placed to understand on-the-ground conditions in Salem. The decision to cancel should be addressed with the director of the game as well as either the Board President or Club Manager.

For the couple of night games that we've cancelled over the last month, Miriam has reached out to me to suggest cancellation of the game which I have approved given poor travel and weather conditions. Miriam then notifies most of the likely players of these games via e-mail, following up with others by phone to let them know there will be no game. This works well for night games, given the smaller attendance than day games. For day games, once a decision has been made (preferably jointly between the director and the Club President), notification needs to be made to as many players as possible. There are a couple of ways to do this:

1. Contact the U490 webmaster and have the cancellation noted on the website.
2. Collect preferences from daytime players as to whether they want to be notified by phone call, text message, or e-mail. Sign-up lists can be set out on the tables and people can "opt-in" to whatever notification method they prefer. Text message and/or e-mail would be the preferred options since a single message about the cancellation can be sent out to multiple people at one time.
3. Call the game director to ask them, since the director should have spoken with either the Club Manager or Club President to align on a decision.

Before the Board puts any policy in place, I would encourage it to solicit thoughts from the game directors since this will directly impact their lives.

### Semi-Annual chats with Club Manager & Game Directors

A semi-annual conversation with the directors should be arranged for the March/April time frame. Chats with directors include 1 Board member (officer preferred) and the Club Manager. Chats with the Club Manager include 2 Board members (at least one officer). The last director chats were conducted around October. The Club Manager did not have a semi-annual chat with the Board in 2016.

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### Club Manager's Report (cont.).

#### Special games at SBC

The special games schedule for 2017 was sent out to members of the prior Board a couple of weeks ago. Please advise if you seek changes to what was submitted at that time.

#### Posting SBC Policies on the website

SBC policies and archives of the Club Manager's report have been placed on the salembridgeclub.org website.

#### SBC Social Media presence

The Club Manager and the Unit Webmaster are in the initial stages of discussion regarding the creation of a club Facebook page. More than anything else, SBC needs to attract and retain new members – a social media presence is one step in that direction. This could also be another avenue for announcing game cancellations (see topic above).

#### Finding a new Club Manager

As I've indicated to a few Board Members, I'd like the Board to start looking for a replacement Club Manager. My life outside of bridge is getting busy and more complicated and I have less time and energy available to do an excellent job as Club Manager. It's also very difficult that I do not live in Salem and am generally in town only 1 time per month. The Club Manager should have better availability. My preference would be to have a new Club Manager in place by the end of March. -- 95% of the Club Manager's job is to order supplies (playing cards, convention cards, etc) and to send a monthly report of (and payment for) all games played at Salem Bridge Club to ACBL. The other 5% is a miscellany of topics that come up from time to time.

**Barometer Game.** Dick Pitzer proposes that we hold a barometer game in the near future. **MOTION.** Dave/Joan. ***Dick Pitzer is authorized to hold a barometer game on an upcoming Tuesday of his choice.*** The motion passed unanimously.

**Annual Charity Drive. 2016 Drive Results:** Our recently completed charity drive produced a total of \$1,616.00 in checks and cash received by SBC. The recipients were: **Food Share**, \$458; **HOME** Youth and Resource Shelter, \$758.00; **UGM**, \$50.00; **Center for Hope and Safety**, \$50.00; **Nature Conservancy**, \$100.00. *As a footnote, SBC members reported other donations totaling \$17,100.00 during the past year. In the future, these will not be considered part of our annual charity drive. (See item below.)*

**Future SBC Charity Drive** totals will include *only those checks physically delivered to SBC and which are to be forwarded by SBC to the recipients.*

**Game Cancellation Procedure.** (Also see club manager's report above.) The Board reviewed the club manager's thoughts (above) on game cancellation procedure. It is the general consensus of board members that we the procedure should be as simple as possible. We did not adopt a formal procedure at this meeting, but will consider doing so at our next meeting (March 21). **PROPOSED GAME CANCELTION POLICY:**

- (1) **When KSAS is closed for a weather-related reason**, no game will be held on that day. In such cases, the club manager shall so inform the game director for that game and shall also ask the club's webmaster to post a notice to that effect on the club's website. There will be no payment to any game director on the day in question, even if the director decides on their own to come to KSAS. Members may also ascertain on their own whether or not the center will be open on the day in question by calling KSAS.
- (2) **When KSAS requests that we not occupy our playing area on one or more game days**, the club manager shall notify the affected game directors and ask them to make appropriate announcements at all games held in advance of the day(s) in

question. The club manager will also ask the club's webmaster to post a notice on the club's website and will arrange for additional notice to members by email,  
(3) **When a game at Capitol Manor is cancelled for any reason**, the game director will so notify the club's webmaster and will also attempt to notify the players who regularly play in that game. Such notification can be in person, by telephone, and/or by email..

**Advertising on KBZY.** (*Minutes of Sept, Oct, Nov, 2016*) Nothing done yet.

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**Proposed Revision to the Club's Disciplinary Procedure.** The board reviewed the proposal below which would give the club manager/board members more flexibility in disciplining club employees for repeat offenses.

*THE PROPOSED REVISED PROCEDURE WOULD READ IN FULL:  
(The proposed new language is in bold type.)*

### **"Corrective Action Plan for Poor Performance by a club employee.**

LEVEL 1. An incident report is received about a problem with a club employee's (a game director or the club manager) performance. ASAP--the report is forwarded to club manager. Within a week--The club manager discusses the incident with the employee, documents the issue, and specifies the steps needed to improve. Within 4 weeks--if performance has improved, no further action is needed. If not, the matter proceeds to LEVEL 2. Immediately--If the incident involves a game director, the club manager and a board member meet with the employee and place the employee on unpaid leave for one game. One week later--the employee is reinstated. No more than 4 weeks after reinstatement--the club manager evaluates the employee's performance. If not acceptable the matter proceeds to

LEVEL 3. The employee is suspended without pay indefinitely. Reinstatement after Level 3 requires a majority vote of the Board. If the incident involves the club manager, a board member will take the actions indicated at each level.

**NOTWITHSTANDING the procedure set forth above, if a repeated instance of a problem involving a club employee, previously handled under LEVEL 1, occurs, regardless of the time which has elapsed since the initial problem occurred, the club manager or a board member, if the problem involves the club manager, has the authority to escalate handling the corrective action under LEVEL 2 or LEVEL 3 at their discretion."**

**MOTION.** Zina/Anita. "***Adopt the proposed change to the club's disciplinary procedure as set forth above.***" The motion was approved unanimously.

**Adjournment.** The meeting was adjourned at 10:55 am.  
The next regular board meeting will be March 21, 2017 at 10 a.m.

David Astle, Secretary